

Request for Proposal Process

The Request for Proposal process begins in the first week of June. Each Regional Community Planning Group (RCPG) will hold a pre-bidders conference for prospective grantees.

Any agency that performs HIV prevention in that region can attend and compete for funding. However, they can only attend the conference of the region they are located. At the conference, each attending agency representative will obtain all the information necessary for creating their proposals. After the conference, there is a week for agencies to submit questions and a week following for the RCPG to answer them.

All proposals are submitted to the Grants & Allocations Committee for the RCPG. This subcommittee is comprised of RCPG members normally. A regional group can also use outside assistance to review the documents providing any outside persons have experience in reading and scoring grants.

Proposals are reviewed and scored by the Grant & Allocations Committee. The Lead Agent, the fiscal agent for the RCPGs, also checks them afterwards to ensure no improprieties or mistakes were missed. Finally, the recommendations for funding with prevention, and in some cases, minority initiatives dollars, are submitted to the State Central Office.

The State has final approval over all recommendations. If approved, those agencies recommended will receive funding for the following year. In some cases, continuation funding can also be recommended. In cases where a region may have fewer agencies or no new ones applied, this can be implemented.